

# Check-In Area Responsibilities

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## Check-In Area Overview

Voting Operations Judges working at the Check-In area verify the eligibility of voters to vote either an electronic ballot on the Voting Unit or a Provisional (paper) Ballot. To ensure the integrity of the election, Voting Operations Judges must ask each voter to state name, address, and day and month of birth as confirmation of identity and eligibility to vote in the precinct. Voting Operations Judges also identify voters who must vote a Provisional Ballot or referred to a Chief Judge for assistance. Voting Operations Judges issue Voter Access Cards and *Voter Authority Cards* to voters who use the electronic Voting Unit or *Voter Authority Cards* for voters who will vote a Provisional Ballot.

## Pre-Election Set-up – (Monday Night) Electronic Pollbook Set-Up

All Election Judges must help to set up the polling place during the pre-election meeting on the Monday night before Election Day. Voting Operations Judges will set-up the Electronic Pollbooks and printers.

1. Refer to *Electronic Pollbook Setup Procedure* for detailed instructions.
2. Complete the *Electronic Pollbook Integrity Report – Part 1: Opening Information*. Put your initials in Column 5 to certify that the numbers match. Give the Report to the Chief Judges for their signatures.
3. Open the **Green Supply Bag** and arrange the supplies from the **Check-In Table Packet**.
4. Follow the *Electronic Pollbook Setup Procedure*, the *Printer Setup Procedure*, the *Electronic Pollbook Startup Procedure* and the *Network Hub Setup Procedures*.
5. When you have completed all the procedures and verified that all equipment is functioning properly, turn off the Pollbooks and the printers but leave the power strip on. Leave everything set up for election morning.

## Election Morning Set-up

1. Complete and use the name badges provided. Do **NOT** indicate your party affiliation on your badge. Indicate any additional language proficiency.
2. Sign in on the *Payroll Sheet* provided by the Chief Judge. **Be sure to sign in, or you will not be paid!**
3. Assist in setting up for the election as assigned by the Chief Judges, including:
  - Distributing supplies
  - Posting signs
  - Setting up tables
4. Use the *Electronic Pollbook Opening Procedure* to prepare the Electronic Pollbooks and printers for Election Day. Also, see *Chapter 5 - Using the Electronic Pollbooks on Election Day* for additional instructions.

## During Voting Hours

The Voting Operations Judges' responsibilities include:

- Pleasantly greeting each voter and asking them to state full name, month and day of birth and address;
- Using the Electronic Pollbook to look up and verify the voter's information in the precinct roster;
- Printing the voter's *Voter Authority Card* (VAC);
- Asking the voter to verify the information printed on the VAC;
- Instructing the voter to sign the VAC;
- Initialing the VAC;
- Creating a Voter Access Card for those voters qualified to vote on the Voting Unit;
- Having the voter complete the *Voter Update Form*, if necessary
- Summoning a Chief Judge to assist Provisional voters if necessary

### IMPORTANT REMINDER

Alphabetical breakdowns are not needed with Electronic Pollbooks.

A voter can be processed at **ANY** Check-In table.

Do **NOT** ask a voter to show ID unless marked in the precinct roster as "**ID Required**".

**IMPORTANT REMINDER**

If a voter's identity is challenged, do NOT process this voter. Summon a Chief Judge immediately.

The Chief Judge will inform the Voting Operations Judge if the voter can be issued a Voter Access Card and vote on a Voting Unit or if the voter needs to vote by Provisional Ballot.

## Voter Update Form

The Voter Update Form is used to update information about the voter for future elections. The following information about the voter may be updated using the Voter Update Form:

1. **Address:** If the voter moved **within 21** days of Election Day, complete a Voter Update Form. The voter can vote on a touchscreen voting unit.

**Note:** If the voter moved more than 21 days before Election Day, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter's information and no Voter Update Form is needed.

**"21 Day" Dates for 2014 Elections:**

**PRIMARY ELECTION:** If the voter moved prior to **June 3, 2014**, the voter must be issued a provisional ballot.

**GENERAL ELECTION:** If the voter moved prior to **October 14, 2014**, the voter must be issued a provisional ballot.

2. **Name:** The voter's name may have changed (e.g., marriage) or be different (e.g., misspelled) from the information in the electronic pollbook.
3. **Date of Birth:** The date of birth for the voter may be incorrect in the electronic pollbook. ***Review the information on the electronic pollbook to make sure you are checking-in the correct voter before issuing a Voter Update Form to change a date of birth.***
4. **Party Affiliation:** The voter's party affiliation may be changed for the next election cycle.
5. **Identification Information:** This section of the Voter Update Form is completed by an election judge only when the electronic pollbook indicates "ID Required" for the voter. Issue the voter a touchscreen ballot if the voter presents acceptable ID. Refer to Chapter 5 for a list of acceptable ID.
6. **Death Notice:** A voter may report the death of another voter and request that the voter's name be removed from voter registration records. This request will be investigated by the local elections office before a change is made to voter registration records.

State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Voter Information	Election Judges fill in this section:				
	Voter ID #	Last Name	First Name	Middle Name	Date of Birth
Change of Address	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below:				
	Residence Address:		NOTE: If you moved more than 21 days before election day, you have two choices:		
	Mailing Address (if different):		Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.		
	City, State ZIP:				
	Telephone Number: (Day)		(Evening)		
Change of Name/Date of Birth					
	Last Name	First Name	Middle Name	Date of Birth	
Change of Party Affiliation	For future elections, I want my party affiliation to be:				
	<input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Constitution Party				
	<input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify:				
Identification Information	Election Judge Use Only – ✓ Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register.				
	Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form.				
	Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form.				
	<input type="checkbox"/> Maryland Driver's License or MVA ID Card - # <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check				
	<input type="checkbox"/> Other Photo ID –Type <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check				
	<input type="checkbox"/> Other Government Document – Type				
Death Notice	I, _____, confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records.				
	Relationship to the deceased: _____				
Signature of Voter	I affirm under penalty of perjury that the information on this form is true and correct.				
	Signature of Voter    Date				

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Voter Update Form - Sample

## Issuing a Provisional Ballot

Some situations require a voter to vote by using a provisional ballot. Examples include “pending” status voters and voters not in their registered precinct.

There are also situations where the electronic pollbook will allow a voter to be issued a touchscreen ballot, but the voter should be issued a provisional ballot instead. Examples include:

- Voters whose status is “Active (or Inactive)-Show ID” and are unable to present an acceptable ID.
- Voters who are challenged by a poll watcher and are unable to present an acceptable ID.
- Extended hours voters.
- During a primary election, voters claiming a different party affiliation than what is shown in the electronic pollbook.

If the voter must vote a provisional ballot, it is very important to enter the correct provisional ballot reason code number into the electronic pollbook. **Refer to the chart** below:

Reason Code	Provisional Ballot Reason
1	Not listed on the precinct register
2	Listed but indicated a change of address
3	Listed but claims a different party affiliation (primary election only)
4	Listed as “ABS Issued,” “TS Issued,” “PROV”, or “Voted Early”
5	Listed as “Active” or “Inactive” and “Show ID” and unable to provide sufficient ID
6	Listed as “Pend1” (“Show ID” on Voter Details screen)
7	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
8	Identity challenged and cannot provide acceptable form of ID
9	Other

## Other Procedures during the day at the Check-In Area

Instructions for the following procedures are found in *Chapter 5 – Using the Electronic Pollbooks on Election Day*:

- Looking up the correct polling place for a voter's address
- Checking the status of the Voter Access Card
- Encoding a second Voter Access Card
- Changing an incorrectly issued ballot
- Printing another copy of a *Voter Authority Card*
- Print voter turnout information (for the *Precinct Unofficial Turnout Report*)

## Voters Who Cannot Sign VAC, Voter Update Form, or Any Other Form

If a voter is unable to sign the VAC, *Voter Update Form*, or any other form, ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that individual's signature.

If the voter is unable to make a mark:

- Write the following statement on the back of the voter's form: “Voter is qualified to vote but is unable to sign name.”
- Sign your name and write the date under the statement.

**Do NOT assume a voter cannot sign their own name.** Follow regular Check-In procedures and inform the voter when a signature is required. Let the voter inform you if they cannot sign their name. If the voter is blind or is visually impaired, the voter may ask you to guide their hand to the location on the paper in order for the voter to sign. Provide the voter with the magnifying ruler, located in the Voting Operations Judges' supplies, to use as a signature guide.

## Voters Requiring Assistance

If a voter requests assistance, direct them to the Chief Judge to complete a *Voter Assistance Form*. (Refer to *Chapter 1 - General Information*).

## Election Night – Closing the Polls

When the Chief Judge announces the polls are officially closed:

- Complete all steps in “*Closing the Electronic Pollbook*” Checklist.
- Pack all other Check-In supplies and return to the **Green Supply Bag**.
- Assemble all equipment and supplies for return to the Board of Elections by the Closing Judges on Election night.
- Assist in closing the polls according to the Chief Judges' instructions.